



ARMY RESERVE PERSONNEL COMMAND

Individual Mobilization Augmentee Training Workshop

29 October 2002



Process for Annual Training



AGENCY:

Contacts soldier, verifies eligibility - PE, HIV, Security Clearance, MRD.

SOLDIER:

Coordinates dates with agency, maintains eligibility.

AGENCY:

Collects DA 1058-R, DA 7349-R, verifies mission requirements at AT site, submits for exception to policy, if needed. Initiates RFO. Recommend agency forward courtesy copy of RFO to their credentialing office, if applicable.

AR-PERSCOM:

Approves RFO. For officers requiring credentialing, agency will be contacted for privileging verification. Mails order and pay packet.

Taking e-Care of Soldiers



Process for Annual Training

SOLDIER: Continued

Reports for training.

AGENCY:

Certifies training. Administers APFT. Records HT/WT. Ensures soldier in-processes to include finance, if applicable. Completes evaluation. Issues/maintains uniforms.

AR-PERSCOM:

Processes evaluation.

AGENCY:

Submits for awards, if eligible.

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Process for Security Clearance

AR-PERSCOM:

Mails security packet to soldier 6 months prior to expiration.

SOLDIER:

Completes EPSQ and forwards to AR-PERSCOM.

AGENCY:

Request Interim Clearance.

AR-PERSCOM:

Submits EPSQ for processing and updates database.

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Process for Assignments



AR-PERSCOM:

Recruits soldiers for assignments. Upon request, provides roster of IRR soldiers for potential IMA fills.

AGENCY:

Approves nominative packet, if required. Submits for waivers.

SOLDIER:

Accepts position.

AR-PERSCOM:

Verifies eligibility such as PE, HIV, Sec Clearance, MOS and AOC grade match. Initiates and approves RFO. Checks credentials and mails PCF, if applicable. Mails orders to soldier, agency, and AR-PERSCOM F&AO if DIMA or ARE.

AGENCY:

Sends welcome letter/sponsorship.

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Process for PDE, CHE, and Functional Training



SOLDIER:

Coordinates with agency if PDE is in lieu of AT or needs functional training. Forwards DA 1058-R and DA 7349-R for PDE, CHE, and functional training to agency.

AGENCY:

Approves or disapproves request. Coordinates with AR-PERSCOM for quota.

AGENCY:

Forwards documents to AR-PERSCOM.

AR-PERSCOM:

Secures quota, initiates and approves RFO. Mails order.



Process for Reassignments/Realignments



AGENCY:

Submits request for realignments to Plans Directorate.

AGENCY:

Submits names for assignments and reassignments to include non-participants directly to management directorates.

AR-PERSCOM:

Initiates and approves RFO. For AMEDD officer, coordinates transfer of Practitioner's Credentialing File. Mails order to soldier and agency.



Life Cycle Management



- Career Management via CMO, My2XCitizen and additional webs
- Mandatory Removal Boards (MRD)
- Area of Concentration Boards (AOC)
- Management by Promotion Year group
- Credentialing and Privileging
- AMEDD Incentive Program
- Professional Development Education (PDE)
- Reenlistment/Retention

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Suggested In-processing Checklist

- **Establish AKO account**
- **Maintain address, email, work and home phone numbers.**
- **Maintain current HIV and PE**
- **Maintain current Security Clearance**
- **Complete PDE requirements**
- **Submit for pay/travel**
- **Verify Retirement Points**
- **Provide Family Care Plan**
- **Verify ETS/MRD dates**
- **Maintain APFT/WT requirements**
- **Evaluations completed/signed prior to departure**



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QUESTIONS

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